

## LESSON PLAN

### Unit 18. CORE VALUES

**X-XXX-XXX2 Rev B**

#### Topic 18.1 Core Values (Leadership)

CLASS PERIODS: 1

LAB PERIODS: 0

#### Enabling Objectives:

15.1 **IDENTIFY** the importance of Accountability in Workplace in accordance with Core Values Academy Instruction Guide

15.2 **IDENTIFY** the Basic Leadership Principles in accordance with Core Values Academy Instruction Guide

#### Trainee Preparation Materials:

##### A. Trainee Support Materials:

1. None

##### B. Reference Publications:

1. None

1. Core Values Academy Instruction Guide, none
2. Manual for Courts Martial, 1994 Edition

##### C. Training Materials Required:

1. Transparencies
  - a. Accountability, 18-1-4
  - b. Assignment of Priorities, 18-1-12
  - c. Basic Leadership Principles, 18-1-5
  - d. Concern for Efficiency and Effectiveness, 18-1-8
  - e. Core Values (Leadership), 18-1-1
  - f. Effective Use of Personnel, 18-1-10
  - g. Job Assignments, 18-1-13
  - h. Leadership Skills, 18-1-7
  - i. Management Control, 18-1-9
  - j. Planning, 18-1-11
  - k. Principles of Leadership, 18-1-6
  - l. Responsibility, 18-1-3
  - m. Summary, 18-1-14
  - n. Workplace Accountability, 18-1-2

#### Instructor Preparation:

A. Review Assigned Trainee Material

B. Reference Publications:

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##### DISCUSSION POINT

###### 1. Introduction

##### RELATED INSTRUCTOR ACTIVITY

###### 1. Establish Contact.

Write name on VAP board.

Introduce Yourself.

It is not only important for you, as a Sailor, to understand Navy Core Values, but to demonstrate these Values through personal actions. You become a role model for others, develop subordinates and effectively use personnel.

State Lesson Objectives.

Reference Core Values Academy Instruction Guide, none.

###### 2. Core Values (Leadership)

###### 2. Show Transparency 18-1-1, Core Values (Leadership).

###### a. Workplace Accountability

###### a. Show Transparency 18-1-2, Workplace Accountability.

###### (1) Responsibility

###### (1) Show Transparency 18-1-3, Responsibility.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (a) As you move up the advancement structure, the greater your responsibility to the Navy, your subordinates, fellow shipmates, and yourself
- (b) As you gain responsibility and confidence from your seniors and peers, you'll take pride in making full use of your ability and derive satisfaction from helping others develop
- (c) If you are unaccustomed to responsibility, three mistakes are commonly made. You should do your best to avoid these mistakes
  - 1) Avoidance of making a decision for fear of being wrong - remember that subordinates would rather have a leader who acts and perhaps makes some mistakes, than one who never succeeds in making up his/her mind
  - 2) Getting tunnel-minded

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- a) Only being concerned with becoming a specialist in your rate and nothing else
- b) Leadership is a growing process that will take you outside of your rate and make you a better Sailor and person
- 3) Being a supervisor, but little else - a supervisor who won't dirty his/her hands on occasion is more a liability than an asset

(2) Accountability

(2) Reference Manual for Courts Martial, 1994 Edition.

(a) Everybody is subordinate to someone

(a) Show Transparency 18-1-4, Accountability.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (b) As you advance, you will have an increased number of personnel under your direction
  
- (c) Your senior will hold you accountable for these personnel when acting in a supervisor role

#### 3. Basic Leadership Principles

#### 3. Show Transparency 18-1-5, Basic Leadership Principles.

##### a. Principles of Leadership

##### a. Show Transparency 18-1-6, Principles of Leadership.

- (1) Some people seem to be natural leaders because of their inherent abilities of life's experiences that have helped to develop leadership qualities
  
- (2) However, most people are not natural born leaders or have not had the proper training to be an effective leader

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##### RELATED INSTRUCTOR ACTIVITY

- (3) The Navy, therefore, must see to it that personnel are trained as leaders
  
- (4) Essentially, three elements constitute effective Naval leadership:
  - (a) Adherence to moral principles such as honesty, integrity, loyalty, and the Navy Core Values
  
  - (b) Set good example
    - 1) You must first learn to lead your subordinates, not drive them
  
    - 2) One sure way to earn respect and confidence is by setting a good personal example - that is by conducting yourself properly in the daily routine of work, drills, and when ashore on liberty

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##### DISCUSSION POINT

- (c) Administrative ability - this includes the ability to organize, manage, and work with people in getting a job done in the most expeditious and efficient manner

##### b. Leadership Skills

- (1) Concern for efficiency and effectiveness

- (a) Setting goals

- (b) Maintaining the goal's effectiveness

- (c) Taking the initiative to maintain efficiency

- (2) Management control

##### RELATED INSTRUCTOR ACTIVITY

- b. Show Transparency 18-1-7, Leadership Skills.

- (1) Show Transparency 18-1-8, Concern for Efficiency and Effectiveness.

- (2) Show Transparency 18-1-9, Management Control.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- |                               |   |
|-------------------------------|---|
| (a) Planning and organizing   |   |
| (b) Optimizing                |   |
| (c) Delegating authority      |   |
| (d) Monitoring progress       |   |
| (e) Rewarding                 |   |
| (f) Disciplining              | (f) Re-show Transparency 18-1-7, titled Leadership Skills.      |
| (3) Skillful use of influence | (3) Discuss how using influence can effectively complete a job. |
| (4) Advising and counseling   |   |



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##### RELATED INSTRUCTOR ACTIVITY

(5) Applying concepts to job situations

c. Effective Use of Personnel

c. Show Transparency 18-1-10, Effective Use of Personnel.

(1) Planning

(1) Show Transparency 18-1-11, Planning.

(a) Proper planning of the work load:

1) Saves time

2) Reduces costs

3) Makes the job easier

4) More pleasant for the team

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##### DISCUSSION POINT

- (b) Job plans should be simple and flexible and allow for scheduled interruptions
- (c) Plans should be realistic
  - 1) Are time and resources available and are personnel competent enough to complete the job?
  - 2) Supervisors must know the requirements to complete a job as well as the capabilities of their personnel
- (d) You should plan for maximum utilization of manpower and material
- (2) Assignment of Priorities

##### RELATED INSTRUCTOR ACTIVITY

- (b) Give examples of planned interruptions: training, meals, rating exams, watches.
- (2) Show Transparency 18-1-12, Assignment of Priorities.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- |  |   |
|--|---|
| <p>(a) Logical arrangement of priorities is the next important task toward successful job completion</p> <p>1) Determine which jobs must be completed prior to others</p> <p>2) Some tasks can be worked on concurrently while others must be carried on without interruption</p> <p>(b) Operating schedules will help to determine many priorities - coordination will sometimes be required with other divisions or departments</p> <p>(c) More skillful personnel may be required on several tasks - time such jobs so that important tasks are not held up while key personnel work on less important jobs</p> | <p>1) Discuss how using influence can effectively complete a job.</p> |
|--|---|

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

(3) Job Assignments

(3) Show Transparency 18-1-13, Job Assignments.

- (a) Equitable assignments must be made if you wish to achieve maximum use of personnel
- (b) As time and training progress, personnel have a chance to display their knowledge, skills, and capabilities
- (c) Reassignments should be made in order to utilize personnel to the best possible advantage
- (d) Whenever possible assign less skilled personnel with others for training purposes

4. Summary

4. Show Transparency 18-1-14, Summary.

- a. Importance of Accountability

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

b. Basic Leadership Principles

5. Assignment

a. None

6. Evaluation

a. None